



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 7050.1A
OS

08 APR 2002

NSHS BETHESDA INSTRUCTION 7050.1A

From: Commanding Officer

Subj: MEMORANDUM OF UNDERSTANDING, SHARING AND SUPPORT
AGREEMENTS

Ref: (a) OPNAVINST 4000.84B
(b) BUMEDINST 7050.1
(c) BUMEDINST 7050.3

1. **Purpose and Scope.** To promote sharing of health care education and training resources and establish policy and procedures for administering intra/interservice support agreements (ISSAs), memoranda of understanding (MOUs), and resource sharing agreements entered into by Naval School of Health Sciences, Bethesda (NSHS, Bethesda) in compliance with references (a) through (c).

2. **Cancellation.** NSHSBETHINST 7050.1

3. **Background.** ISSAs/MOUs and resource sharing agreements are developed for the use of materials and services to increase overall effectiveness and economy between agencies. Agreements entered into by NSHS, Bethesda consist of Host/Tenant base support agreements and educational agreements with other civilian and federal institutions. Agreements with other training institutions should outline responsibility, accountability, and liability for trainees and institutions for training programs.

4. **Responsibilities.**

a. The Director for Finance will provide consultative oversight for Intra/Interservice Support Agreement Program to ensure compliance with references (a) through (c). ISSAs/MOUs and resource sharing agreements will be maintained to provide for all support rendered and/or received.

b. The Director for Administration will keep Directors informed on ISSA/MOU matters pertaining to their respective area of cognizance.

5. **Action.** The Head, Manpower Personnel Division is the designated Interservice Support Agreement Manager (SAM) and custodian of all command agreement, and will be assigned in

writing by the Commanding Officer. The SAM will maintain all originals on file, forward new MOU/ISSA's to the BUMED Legal Office for review, and provide guidance to Program Managers on required content for an MOU/ISSA. Sub-custody of agreements is assigned as follows:

a. Program Managers for Medical Corps, Dental Corps, Nurse Corps, Medical Service Corps Professional Programs, and Enlisted Commissioning Programs will initiate MOU's/ISSA's and update as needed and forward to the SAM for routing. In addition, they will maintain copies of Full Time Outservice MOUs under their cognizance. A list of all active MOUs will be provided annually by 1 July to the SAM.

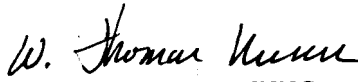
b. Program Managers will appoint an ISSA/MOU Coordinator within their directorate, ensure all initial or revised ISSAs/MOUs undergo thorough review by all cognizant personnel at their level, and maintain a file of active agreements. Program managers will ensure agreements adhere to references (a) through (c) prior to approval.

c. Program Managers will notify the Director for Finance of any program, pricing, or dollar changes requiring adjustment for reimbursement in the normal budget process.

6. The Director for Finance will review all MOUs with financial considerations with their command/civilian counterparts to verify dollar values annually prior to the preparation of a new fiscal year budget.

7. Each agreement will be reviewed triennially, at least 120 days prior to the anniversary date, to evaluate the effectiveness, currency and potential need for cancellation, or modification.

8. Point of Contact. The Head, Manpower Personnel is the primary point of contact. Program managers for the respective Medical Department Professional Programs will be the primary points of contact for matters involving the content of ISSAs/MOUs.


W. THOMAS NUNNS
Acting

Distribution:
List I and II